

Project Plan for College and Career Pathways Co-Enrollment Programs

Project Summary Statement:

The purpose of this agreement is to outline the terms and conditions upon which Northern Virginia Community College (NOVA) will offer courses for clients of **Partner Name**. NOVA is a comprehensive public community college offering accredited courses in a broad range of curricula. **Partner Name** is a 501 (c) (3) charitable organization dedicated to preparing under-privileged individuals for better paying jobs in the workforce. These parties, having mutually supportive missions and capabilities, agree as follows:

Effective Dates: **DATE**

NOVA Semester: SEMESTER

Contacts for academic and program matters:

PARTNER NAME

Point of Contact Name, Title

Site Address

City, State, Sip

Phone

Email

INSTITUTION NAME

Point of Contact Name, Title

Site Address

City, State, Zip

Phone

Email

Target Outcomes – This project seeks to achieve the following primary outcomes or objectives:

- XX% increase in access to higher education enrollment for PARTNER clients by reducing barriers often faced by students who are unaware of the many processes involved in applying to college
- XX% of participants will demonstrate attainment of core skills required for employability, as evaluated by career assessments, internship assessments, and employment outcomes
- Successful enrollment of XX% of PARTNER cohort in courses that lead to a NOVA career studies certificate and/or degree

Project Activities, Schedule and Accountabilities

Project Stage	Major Activities to Complete	Target Dates	Accountabilities, Resources & Notes
Planning Meetings	Partner Site and NOVA representatives will meet to confirm the details of the project plan and the overall implementation of the co-enrollment relationship for the semester	At least forty-five (45) days prior to the beginning of any teaching session.	*Partner Director, Partner Liaison, *NOVA Director, NOVA Coordinator, NOVA Liaison *Directors may or may not be required to attend all meetings

	<p>Lessons Learned – opportunity to capture lessons learned from previous semesters as you prepare to implement the plan for subsequent semester [e.g., problems encountered/resolved, success strategies to replicate, important plan changes to remember for next time, additional people to involve, etc.] Also documented at the end of previous semesters’ project plan.</p>	<p>(Multiple times if needed)</p> <p>During Planning meeting</p>	
Classes, and Faculty	<p>A list of courses, along with the faculty/instructors names, to be offered under this agreement shall be agreed upon. The courses shall take place within the sixteen (16) week term offered in NOVA's schedule.</p> <p>NOVA shall credential and supervise instructional faculty for all NOVA courses offered at this PARTNER site</p> <p>Faculty must comply with all applicable college policies including verifying class rosters, taking attendance, and providing final grades on time at the end of the semester and all required activities as deemed by the dean or assistant dean responsibility for a course(s) offered at the PARTNER Site</p>	<p>At least forty-five (45) days prior to the beginning of any teaching session.</p>	<p>Site Liaison, NOVA Liaison, Adjunct Instructors, NOVA Deans and/or Department Heads</p>
Recruitment and Marketing			
Financial and Academic Advising	<p>Students will apply for admission to NOVA and will also apply for financial aid through NOVA’s financial aid</p>	<p>At least thirty (30) days prior to the beginning of any teaching session.</p>	<p>Site Liaison, NOVA Liaison</p>

	<p>program. PARTNER is responsible for assuring that each client-student applies for financial aid and completes all necessary documents with the assistance of the PARTNER staff for their financial aid application at the required times.</p> <p>NOVA Liaison works with the Partner Liaison to coordinate placement testing, financial aid workshops and works with NOVA Financial AID Office (if applicable) to create a “to do list” for students identified as potential co-enrolled students,</p>		
Co-Enrollment Agreements	Every student who intends to earn NOVA academic credit for their courses offered at PARTNER is required to read, understand and confirm the above by signing the NOVA Co-enrollment Form	In conjunction with the NOVA application and financial aid application (if applicable)	NOVA Liaison
Tuition and Fees	Tuition and fee rates shall be established by the State Board for Community Colleges for NOVA. PARTNER students will pay the assessed tuition and fees that are in effect at the time the classes begin, less any financial aid or third party funding awarded to the student and distributed to NOVA	At least two (2) business days prior to the beginning of any teaching session	NOVA Liaison, NOVA Financial Aid Office, Tuition Contracts Office (if applicable), NOVA Business Office (if applicable)
Registration and Enrollment	The NOVA Coordinator receives a list of students from Site Liaison which reflects the students’ NOVA ID, First Name and Last Name. The NOVA	At least ten (10) business days prior to the beginning	Site Liaison, NOVA Liaison, NOVA Coordinator, Financial Aid Office (if applicable), Tuition Contracts Office (if applicable)

	<p>Coordinator uses the list to enroll the student and provide the list the appropriate</p> <p>NOVA offices for placement of necessary HOLDS on student accounts.</p>	<p>of any teaching session</p> <p>HOLDS must be placed upon student enrollment and at least two (2) days prior to the beginning of any teaching session</p>	
Important Dates to remember	<p>Deadline dates for adding, dropping and withdrawing from classes will be determined in accord with NOVA policy for each semester. PARTNER staff must notify the college on or before the census date if a student decides to drop a course. If such notification does not occur, YEAR UP will be liable for tuition and fees for the student.</p> <ul style="list-style-type: none"> • Class Start Date • CENSUS Date • Last day to Withdraw • Class End Date • Grade Due Date 		<ul style="list-style-type: none"> • First Day of Classes • CENSUS Date (Drop without financial Penalty) • Last day to WITHDRAW (with financial penalties) • Last Day of Classes • Final Grades Due

Authorization

By signing below, the SITE and NOVA representatives agree to move forward in executing the plan, signaling his/her commitment to executing the plan to achieve the target outcomes, and to communicate status and changes in the plan with all project contributors that are named in the above plans.

Name and Title of the SITE Liaison	Signature	Date

Name and Title of the NOVA Coordinator	Signature	Date

Lessons Learned

[use this section as a placeholder to capture lessons learned as you implement the plan, for easy access in evaluation stage – e.g., problems encountered/resolved, success strategies to replicate, important plan changes to remember for next time, additional people to involve, etc.]

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